# COUNTY FORMS How they are interrelated

Janelle Mickelson, OPI Finance Division Montana County Superintendents Meeting April 27, 2010



#### COUNTY FORMS

FP-6b - County Treasurer's Report of Countywide School Funds: County Treasurers certify county receipts and disbursements for public schools (MCA, 20-9-212). County Treasurer submits to County Superintendent by July 10 and to OPI by August 15.

<u>FP-8a – Joint District Basic Data Transmittal Form</u>: This form provides a format for the exchange of information between joint county superintendents in order to determine what percentage of the joint district their county supports (MCA, 20-9-151). Parts I & II of the form are completed by the Non-Located County Superintendent and submitted to the Located County Superintendent by August 6. Part III is completed by the Located County Superintendent and submitted to the Non-Located County Superintendent by August 10. A copy of the report is also provided to the District Clerk by August 10. OPI does not receive a copy of this form.

<u>FP-8b – Joint District Tax Levy Summary</u>: This form provides a summary of the total Joint District tax levy mill requirements and the county tax levy amounts for located and non-located counties (MCA, 20-9-151). Located County Superintendents submit the report to Non-Located County Superintendents by August 20. OPI does not receive a copy of this form.

FP-10A – County Transportation/Retirement Fund Mill Levy Calculation Worksheet: This worksheet is a tool used by County Superintendents to determine the budget and necessary mill levy for the county retirement and county transportation funds (MCA, 20-3-209). The report is due to OPI by the second Monday in September.

<u>FP-9 – Verification of Mills</u>: County Superintendents certify the number of mills actually levied by the commissioners in support of district and county-wide school funds (MCA, 20-3-209). The report is due to OPI by the second Monday in September.



# FP-6b

Completed by County Treasurer not County Superintendent. However, one specific piece of information is needed for the FP-10A Report.....

# **FP-10A**

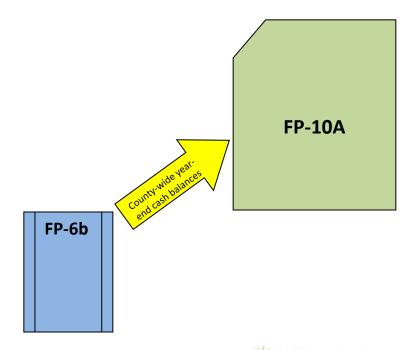
Tool used by County Superintendents to calculate the levy requirements for the county-wide funds.



# **Missoula County**

<u>FP-6b</u>		County Transportation	High School Retirement	Elementary Retirement
Description	Line	7820 [C]	7830 [D]	7840 [E]
CASH BALANCE (June 30)	250	79,529.93	3,131.71	0.00

# Report on page 2, line C1 of FP-10A report





# **Missoula County**

FP-6b		County Transportation	High School Retirement	Elementary Retirement
Description	Line	7820 [C]	7830 [D]	7840 [E]
Paid to Schools (see Instructions)	220	739.391.87	4,594,959.65	6,454,599.39

# Did your school districts receive this amount?

Is this the total amount they should have received?

Are retirement distributions being made monthly, pursuant to ARM 10.10.309?

# ARM 10.10.309 DISTRIBUTION AND REAPPROPRIATION OF COUNTYWIDE FUNDS

(1) The county superintendent of schools shall distribute the cash balance in the countywide retirement fund to district and cooperative funds on a monthly basis in the proportion each district's or cooperative's net requirement bears to the total of all net district and cooperative requirements.



# **Missoula County**

<u>FP-6b</u>		County Transportation	High School Retirement	Elementary Retirement
Description	Line	7820 [C]	7830 [D]	7840 [E]
335300 State Guar Tax Base Aid	175		1,030,249.20	1,243,871.25
335310 County Trans Block Grant	170	98,603.62		

# Verify that these amounts agree with the Year to Date Payment Report located on the OPI's website at:

http://www.opi.mt.gov/pub/index.php?dir=School Finance/Payments/

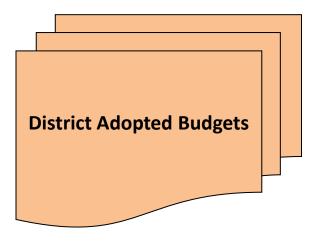


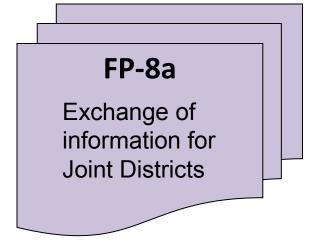
#### \*\*\*Final\*\*\*

#### Year To Date Payment Report FY2008-09 June Payment

32	MISSOULA COUNTY				
County Summary		District ANB:	EL. 8,569	HS. 3,973 K12:	1,283
		County ANB:	EL: 8,673	HS: 4,011 K12:	1,652
	Total Due	Paid Thru June	Remaining Balance Due	Monthly Payment Due	
SBG Combined Building Reserve Fund (61-3445)					
ENTITLEMENT	101,019.93	101,019.93	0.00	0.00	
					0.00
GTB Retirement High School (7830)		K	Label Control		
ENTITLEMENT	1,030,249.20	1,030,249.20	0.00	0.00	
					0.00
GTB Retirement Elementary (7840)		LC 77 LC			
ENTITLEMENT	1,243,871.25	1,243,871.25	0.00	0.00	
					0.00
County Block Grant (7820)					
ENTITLEMENT	98,603.62	98,603.62	0.00	0.00	
					0.00
IndianEdforAll FY08 & FY09 (15-3650)					
ENTITLEMENT	135,409.75	135,409.75	0.00	0.00	
					0.00









## FP-8a

I IDENTIFYING INFORMATI	Budget Ye	ear: 2009-10		
District Name Missoula High School	Joint District Nu	mber Legal Enti	y Elementary	High School
LOCATED County	NON-LOCATED	County #1	NON-LOCATED	County #2
Missoula	Lake			
Dept of Revenue provides taxable value by the fir				
III LOGATED GOGITTI III.	NIMATION (Due to )	Non-Located Cour	ity Superintenden	t by August 10)
	OKIMATION (Due to I	Non-Located Cour	ity Superintenden	t by August 10)
ANB and Taxable Valuation  ANB & TAXABLE VALUATION	LOCATED COUNTY Missoula	NON-LOCATED COUNTY #1 Lake	NON-LOCATED COUNTY #2	TOTAL JOINT DISTRICT
ANB and Taxable Valuation	LOCATED COUNTY	NON-LOCATED COUNTY #1	NON-LOCATED	TOTAL

Located, Non-located and Total ANB and Taxable Values on the FP-8a Report should agree with....



<sup>\*</sup>Prorate ANB of joint district based on percentage of enrollment from each county:

#### ...the ANB and Taxable Values reported on the District's Adopted Budget



#### Submitted Budget Report FY2009-10 32 Missoula

Submit ID: 0584-42491146

#### Due Dates:

0584 Missoula H S

Board of Trustees adopts Final Budget on or hefore August 15th (MCA 20-9-131)

Board of Trustees transmits to County Supt. within 5 days (MCA 20-9-131)

County Supt. transmits to County Commissioners, their approval needed by the 4th Monday in August (MCA 20-9-142)

County Supt. transmits to Office of Public Instruction on or before the 2nd Monday in September (MCA 20-9-134)

Di	District ANB And Taxable Valuation		on Taxable
	ANB		Valuation
	EL	HS	
District:	N/A *(	3,900	173,983,872
* indicates that the 3 year average ANB was use	d to calculate the budget limitati	ons	
Joint District Distribution: (Used for county retirment calculations)			
Located - 32 Missoula	N/A	3,897	173,495,955
Non-located - 24 Lake	N/A	3	487,917

The ANB reported on the District's Adopted budget should agree to the amount reported on......



#### ...the FP-10A Reports for both the Located and Non-located Counties



## MILL LEVY CALCULATION WORKSHEET FY2009-10 FORM FP-10A

Part I: Net District Requirements Located Countyca

Co # Co Name				**Retirement Net Requirement	***Transportation Net Requirement	
- 1	MCPS	0584	3897	3,420,662.70	218,339.86	
40	Frenchtown	0599	1234	920,253.29	121,073.15	
2	Alberton	0577	71	84,804.60	11,927.60	
15-6	Florence-Carlton	0743	278	171,927.84	14,874.75	
JT&8	Arlee	0475	40	38,996.64	3,174.76	
1						

# COUNTY TRANSPORTATION / RETIREMENT FUND MILL LEVY CALCULATION WORKSHEET FY2009-10

Part I: Net District Requirements Non-Located County

Co#		24		**Retirement Net	***Transportation Net
Co Name		Lake		Requirement	Requirement
	High School				
7.5	Charlo	1206	119	106,406.30	21,099.22
8J	Arlee	0475	92	89,705,15	7,303,00
23	Polson	0478	538	528,815.01	60,603.77
28	St Ignatius (K-12)	0481	496	385,263.59	62,402.67
30	Ronan	1200	357	399,816,74	32,511.60
14J	Hot Springs	0815	1	1,242.20	235.98
38J	Bigfork	0331	110	88,759.51	15,198.57
1	Missoula	0584	3 .	2,633.30	168.08
-					

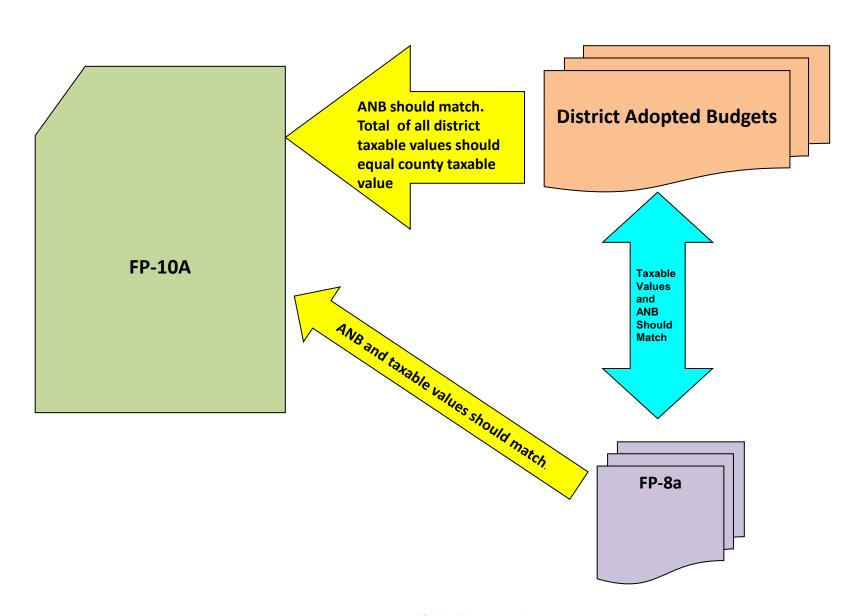


	Taxable Value from Budget				
District	Ele	ementary	Hig	gh School	
Alberton K-12	\$	1,178,377	\$	1,178,377	
Arlee Elementary	\$	710,014			
Arlee High School			\$	710,014	
Bonner Elementary	\$	4,471,779			
Clinton Elementary	\$	4,240,016			
DeSmet Elementary	\$	5,136,866			
Florence-Carlton K-12	\$	2,135,564	\$	2,135,564	
Frenchtown K-12	\$	13,335,375	\$	13,335,375	
Heligate Elementary	\$	30,246,018			
Lolo Elementary	\$	6,825,296			
Missoula Elementary	\$	99,902,302			
Missoula High School			\$	173,495,955	
Potomac Elementary	\$	1,956,277			
Seeley Lake Elementary	\$	7,117,125			
Sunset Elementary	\$	1,123,170			
Swan Valley Elementary	\$	2,620,108			
Target Range Elementary	\$	8,962,563			
Woodman Elementary	\$	894,415			
The second secon	\$	190,855,265	\$	190,855,285	

Total of all district taxable values in county should equal county taxable value on FP-10A Report (Page 2, Part II, Line F)











D:-4-:-4 #

JT&8

Arlee Elementary

#### **COUNTY TRANSPORTATION / RETIREMENT FUND**

#### **MILL LEVY CALCULATION WORKSHEET FY2009-10**

FP-10A

Derived from District Budgets or from FP-8b Reports (Joint District)

58,520.21

\*\*Retirement Net

Requirement

\*\*\*Transportation

**Net Requirement** 

5,573.20

Co # 32
Co Name Missoula

Calcast District Name

District #	School District Name	LE#	*ANB	Requirement	Net Requirement
	Elementary				
1	MCPS	0583	4955	3,913,844.00	170,561.91
4	Hellgate Elem	0586	1338	921,229.40	80,792.60
7	Lolo Elem	0588	606	409,649.48	5,809.32
11	Potomac Elementary	0589	117	77,026.53	12,264.12
14	Bonner Elementary	0590	381	251,461.13	10,362.56
18	Woodman Elementary	0591	49	46,359.49	26,550.31
20	DeSmet Elementary	0592	137	83,786.19	12,850.69
23	Target Range Elementary	0593	497	302,802.61	21,944.14
30	Sunset Elementary	0594	11	7,000.00	323.75
32	Clinton Elementary	0595	231	158,389.14	29,890.58
33	Swan Valley Elementary	0596	46	31,819.79	16,786.44
34	Seeley Lake Elementary	0597	193	137,733.46	19,926.12



0474



#### Submitted Budget Report FY2009-10

32 Missoula 0583 Missoula Elem Submit ID: 0583-47041675

#### 10 Transportation Fund

#### Reimbursements

County On-Schedule Trans Reimt 2220





#### Submitted Budget Report FY2009-10

32 Missoula 0583 Missoula Elem

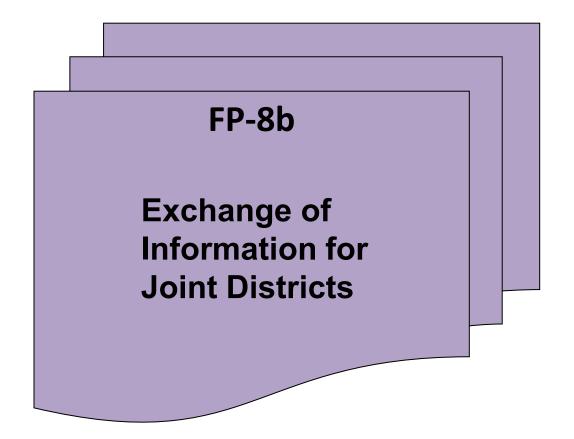
14 Retirement Fund

County Retirement Distribution 2240



Submit ID: 0583-47041675







# JOINT DISTRICT TAX LEVY SUMMARY

06/2009

Pursuant to MCA 20-9-151(2), the Office of Public Instruction provides this form to the County Superintendents of Joint Districts as a communication tool. Boundaries of joint districts cross county boundaries. For taxation purposes, county officials need to know what percentage of the joint district their county supports. This form provides a format for the exchange of information between joint districts' county officials. Please do not return this form to OPI.

Due Date: (MCA 20-9-151(3))

Due FROM Located County Superintendent TO Non-Located County Superintendent ... August 20

I IDENTIFYING INFORMA	TION	4.00	Budget Year: 2009-10
District Name Arlee Elementary	Joint District Number JT &8	Legal Entity 0475	■ Elementary □ High School
LOCATED County Lake	NON-LOCATED County # Missoula		NON-LOCATED County #2

FUND/FUND NUMBER		LOCATED COUNTY	NON-LOCATED COUNTY #1	NON-LOCATED COUNTY #2	(ASSETS) TOTAL JOINT DISTRICT	
Transportation	10	\$18,881.39	\$5,573.20	\$	\$ 24,454.59	
Retirement	14	\$ 198,260.02	\$58,520.21	\$	\$ 256,780.23	

Report District Requirement on FP-10

Should agree with total county requirement on budget





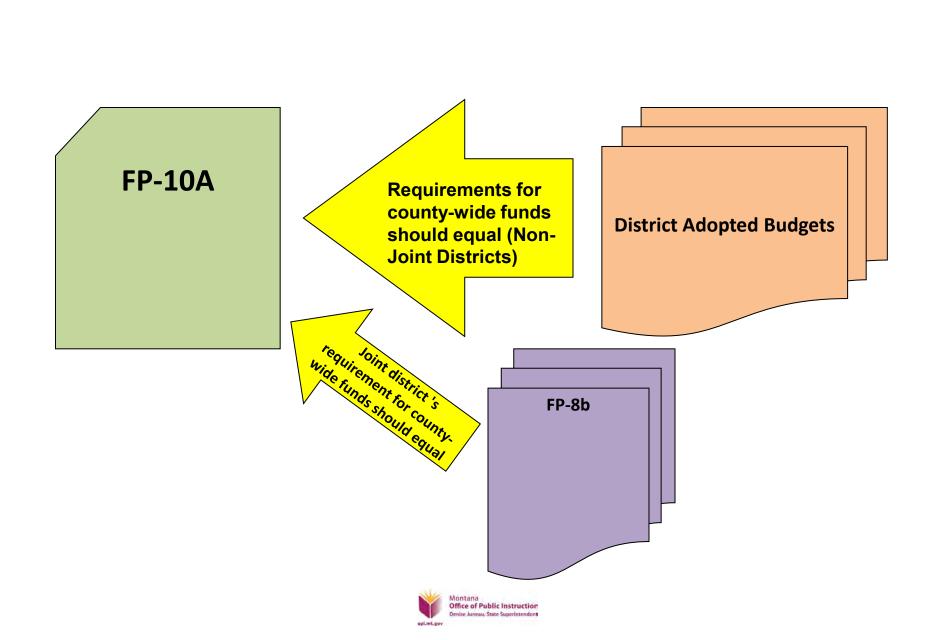
#### COUNTY TRANSPORTATION / RETIREMENT FUND MILL LEVY CALCULATION WORKSHEET FY2009-10 FORM FP-10A

Part I: Net District Requirements

20-9-501 (11) MCA

Co#	32
Co Name	Missoula

District #	School District Name Elementary	LE#	*ANB	Requirement Net	Requirement
1	MCPS	0583	4955	3,913,844.00	170,561.91
4	Hellgate Elem	0586	1338	921,229.40	80,792.60
7	Lolo Elem	0588	606	409,649.48	5,809.32
11	Potomac Elementary	0589	117	77,026.53	12,264.12
14	Bonner Elementary	0590	381	251,461.13	10,362.56
18	Woodman Elementary	0591	49	46,359.49	26,550.31
20	DeSmet Elementary	0592	137	83,786.19	12,850.69
23	Target Range Elementary	0593	497	302,802.61	21,944.14
30	Sunset Elementary	0594	11	7,000.00	323.75
32	Clinton Elementary	0595	231	158,389.14	29,890.58
33	Swan Valley Elementary	0596	46	31,819.79	16,786.44
34	Seeley Lake Elementary	0597	193	137,733.46	19,926.12
JT&8	Arlee Elementary	0474	67	58,520.21	5,573.20





P-8b

Denise Juneau, Superintendent
Montana Office of Public Instruction
www.opi.mt.gov

# JOINT DISTRICT TAX LEVY SUMMARY

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Due Date: (MCA 20-9-151(3))

Due FROM Located County Superintendent TO Non-Located County Superintendent ... August 20

I IDENTIFYING INFORM	ATION		Budget Year: 2009-10
District Name Arlee Elementary	Joint District Number JT&8	Legal Entity 0474	☑ Elementary ☐ High School
LOCATED County	NON-LOCATED County	11	NON-LOCATED County #2
Lake	Missoula		Sanders

#### II. -- DISTRICT TAX LEVY MILL REQUIREMENTS - The following information comes from the district budget.

FUND/FUND NUMBER		TOTAL JOINT DISTRICT MILLS	
General	01 BASE	43.76	mills
General	01 Over-BASE	0.00	mills
Transportation	10	2.71	mills
Bus Depreciation	11	18.33	mills
Tuition	13		mills
Adult Education	17	.01	mills
Technology Acquisition & Depreciation	28		mills
Flexibility	29		mills
Debt Service	50	112.56	mills
Building Reserve	61		mills
Non-Operating	19		mills
TOTAL MILLS		177.37	mills

Mills should equal what is reported on the district's adopted budget.





## Submitted Budget Report

FY2009-10

Submit ID: 0474-14527949

24 Lake

0474 Arlee Elem

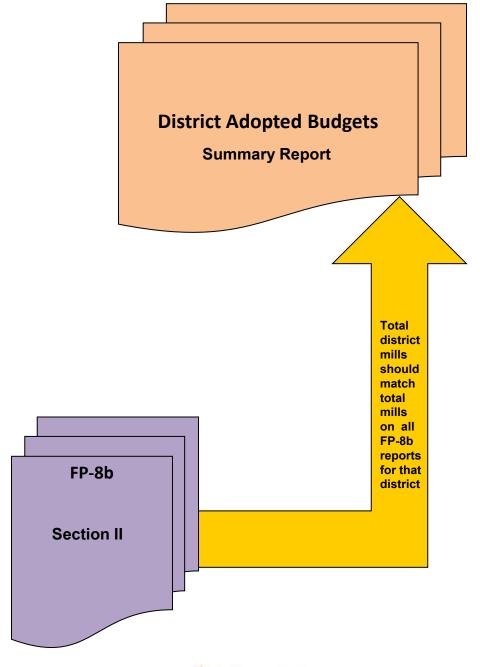
Should match what is reported on FP-8b Report

Summary

					V			
Fund [A]	Adopted Budget [B]	Total Reserves (961-966) [C]	Reserve Limit [D]	% of Adopted Budget Reserved (C/B) x 100 [E]	Unreserved Fund Balance Reappropriated (970) [F]	Other Revenue [G]	Property Tax Requirements (B - F - G = H) If < 0, enter 0 [H]	District Mill Levies H / (TV x .001) [I]
01 General	1,547,965.98	155,334.98	10%	10.03%	1,460.99	1,439,041.13	107,463.86	43.76
10 Transportation	110,000.00	22,000.00	20%	20.00%	51,197.25	52,131.88	6,670.87	2.71
11 Bus Depreciation	78,848.27	75,000.00	N/A	95.12%	32,305.88	1,500.00	45,042.39	18.33
13 Tuition	3,000.00		N/A		3,306.83	0.00	0.00	0.00
14 Retirement	305,000.00	106,750.00	35%	35.00%	48,219.77	256,780.23		
17 Adult Education	9,000.00	0.00	35%	0.00%	8,980.51	0.00	19.49	0.01
19 Non-Operating	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
28 Technology	2,278.96	0.00	N/A	0.00%	307.19	1,971.77	0.00	0.00
29 Flexibility	60,098.11	0.00	N/A	0.00%	48,787.17	11,310.94	0.00	0.00
61 Building Reserve	1,987.76	0.00	N/A	0.00%	1,987.76	0.00	0.00	0.00
Total of All Funds	2,118,179.08	359,084.98			196,553.35	1,762,735.95	159,196.61	64.81

50 Debt Service							
Tax Jurisdict	tion						
24-0474	341,352.50	0.00 20-9-438	0.00%	62,282.55	2,500.00	276,569.95	112.56



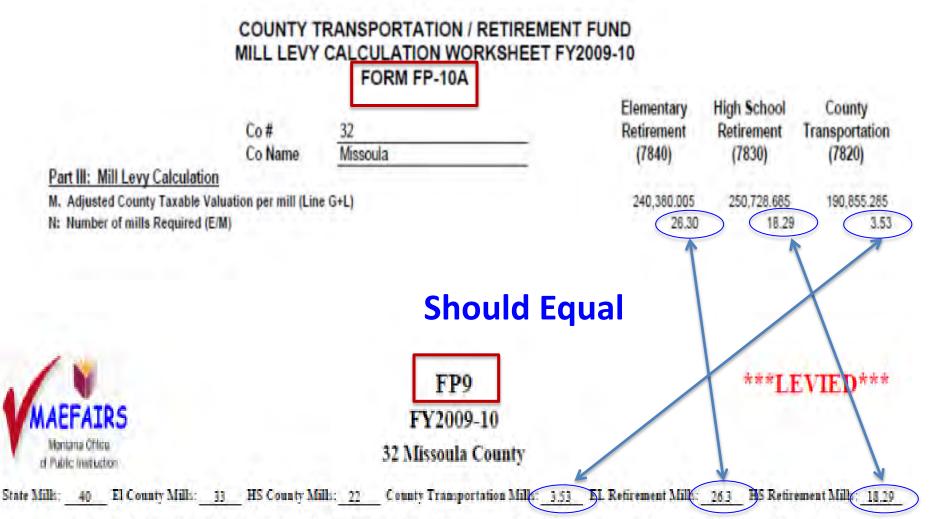




# FP-9

Certified number of mills actually levied by county commissioners in support of district and county-wide school funds.





The mill levies for each fund, as submitted on the budget by the districts within the county, are prefilled in the table below. If the number of mills levied by the county commissioners is different than those provided, the certified mills for a given district should be entered in the space below the incorrect mill. If Submit ID does not match the county official copy, contact OPL.





#### Submitted Budget Report

FY2009-10

24 Lake 0474 Arlee Elem Remember these match the mills reported on the FP-8b

949

Summary

Fund [A]	Adopted Budget [B]	Total Reserves (961-966) [C]	Reserve Limit [D]	% of Adopted Budget Reserved (C/B) x 100 [E]	Unreserved Fund Balance Reappropriated (970) [F]	Other Revenue [G]	District Property Tax Requirements (B - F - G = H) If < 0, enter 0 [H]		intrict Mill Levies (TV x .001) [I]
01 General	1,547,965.98	155,334.98	10%	10.03%	1,460.99	1,439,041.13	107,463.86		43.76
10 Transportation	110,000.00	22,000.00	20%	20.00%	51,197.25	52,131.88	6,670.87		2.71
11 Bus Depreciation	78,848.27	75,000.00	N/A	95,12%	32,305.88	1,500.00	45,042.39		18.33
13 Tuition	3,000.00		N/A				)		0.00
14 Retirement	305,000.00	106,750.00	35%	35.00%		porte	don		
17 Adult Education	9,000.00	0.00	35%	0.00%	176	porte	u OII		0.01
19 Non-Operating	0.00	0.00	N/A	0.00%	The state of				0.00
28 Technology	2,278.96	0.00	N/A	0.00%	E PP.	-9 Rep	oort 🦠	П	0.00
29 Flexibility	60,098.11	0.00	N/A	0.00%	4	0.10			0.00
61 Building Reserve	1,987.76	0.00	N/A	0.00%	1,987.76	0.00	0.00		0.00
Total of All Funds	2,118,179.08	359,084.98	Part of		196,553.35	1,762,735.95	159,196.61	П	64.81

50 Debt Service Tax Jurisdiction							
24-0474	341,352.50	0.00 20-9-438	0.00%	62,282.55	2,500.00	276,569.95	112.56

#### Mill Levies

	m Levies.		
Q.	District Non-Isolated Mills	(V-Q)	0.00
R.	BASE Mills - Elementary	(V-R)	43.76
S.	BASE Mills - High School	(V-S)	0.00
T.	Over-BASE Mills	(V-T)	0.00
U.	Total General Fund Mills	(V-U)	43.76





PP-8b

Denise Juneau, Superintendent

Montana Office of Public Instruction

www.opi.mt.gov

# JOINT DISTRICT TAX LEVY SUMMARY

Pursuant to MCA 20-9-151(2), the Office of Public Instruction provides this form to the County Superintendents of Joint Districts as a communication tool. Boundaries of joint districts cross county boundaries. For taxation purposes, county officials need to know what percentage of the joint district their county supports. This form provides a format for the exchange of information between joint districts' county officials. Please do not return this form to OPI.

Due Date: (MCA 20-9-151(3))

Due FROM Located County Superintendent TO Non-Located County Superintendent ... August 20

I IDENTIFYING INFORM	IATION		Budget Year: 2009-10
District Name Arlee Elementary	Joint District Number JT&8	Legal Entity 0474	☑ Elementary ☐ High School
LOCATED County	NON-LOCATED County #	н	NON-LOCATED County #2
Lake	Missoula		Sanders

#### II. -- DISTRICT TAX LEVY MILL REQUIREMENTS - The following information comes from the district budget.

FUND/FUND NUMBER		TOTAL JOINT DISTRICT MILLS	
General	01 BASE	43.76	mills
General	01 Over-BASE	0.00	mills
Transportation	10	2.71	mills
Bus Depreciation	11	18.33	mills
Tuition	13		mills
Adult Education	17	.01	mills
Technology Acquisition & Depreciation	28		mills
Flexibility	29		mills
Debt Service	50	112.56	mills
Building Reserve	61		mills
Non-Operating	19		mills
TOTAL MILLS		177.37	mills

Should equal District Budget Summary Report and FP-9 Report



# District Mills for each fund reported on the FP-9 Report should agree with the mills reported on the adopted budget for each district in the county



FP-9

\*\*\*LEVIED\*\*\*

24 Lake County

tate Mills: 40 El County Mills: 33 HS County Mills: 22 County Transportation Mills: 5.7 EL Retirement Mills: 25.9 HS Retirement Mills: 18.98

The mill leviet for each fund, as submitted on the budget by the districts within the county, are prefilled in the table below. If the number of mills levied by the county commissioners is different than those provided, the certified mills for a given district should be entered in the space below the incorrect mill. If Submit ID does not match the county official copy, contact OPI.

		0	1 Gene	ral Fund	i	T. T						50 Debt Service	61 Bldg Reserve	
District	Submit ID	Non- Isolated	EL BASE	HS BASE	Over BASE		13 Tuition	17 Adult Ed	19 Non-Op	28 Tech				
0474 Arlee Elem	0474-14527949	0,00	43.76	0.00	0.00	2.71	18.33	0,00	0.01	0.00	0.00	0.00	112.56	0.00
0475 Arlee H S	0475-57946240	0,00	0.00	27.07	0.00	9.57	8,52	0.06	0.19	0.00	0.00	0.00	53.93	0.00
0477 Polson Elem	0477-90633302	0,00	42.87	0.00	36.49	13.92	2.93	0.00	0.97	0.00	0.00	0.00	14.11	0.00
0478 Polson H S	0478-38486149	0.00	0.00	23.72	14.14	3.56	2.93	0.13	0.34	0.00	0.00	0.00	0.00	0.00
0481 St Ignatius K-12 Schools	0481-27134073	0.00	46.33	27.57	0.00	59.98	0.00	7.19	2.41	0.00	0.00	0.00	0.00	0.00
0483 Valley View Elem	0483-67468771	0.00	46.63	0.00	68.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0486 Swan Lake-Salmon Elem	0486-84208982	5.77	4.01	0.00	5.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1199 Ronan Elem	1199-46111063	0.00	47.46	0.00	0.00	25.09	29.07	0.19	2.54	0.00	0.00	0.00	45.93	0.00
1200 Ronan H S	1200-17792557	0.00	0.00	24.03	0.00	13.13	10.57	0.32	2.25	0.00	0.00	0.00	15.34	0.00



